

**CLASS TITLE: Contract Compliance Coordinator**

**CHARACTERISTICS OF THE CLASS:** Under general supervision, the class functions at the principal level, reviewing applications from business owners seeking certification as a disadvantaged, minority and/or women-owned business enterprise (DBE/MBE/WBE) where determining ownership is complex and involved and monitors compliance of certified businesses; and performs related duties as required. These positions typically monitor multiple and varied types of businesses that have substantial contracts or contracts with several city departments.

**ESSENTIAL DUTIES:** Reviews for accuracy and completeness new certification applications of a complex nature and required supporting documentation relating to ownership, finances and control of business enterprise; contacts applicants to obtain missing information, clarify information provided and request supporting documents; determines whether businesses meet certification eligibility requirements, prepares application summaries and recommends approval or denial of DBE/MBE/WBE status to the certification committee; provides information to vendors and the public regarding program requirements and the certification process; audits vendor operations to verify information on certification applications and to monitor compliance with DBE/MBE/WBE, Equal Employment Opportunity (EEO) guidelines and other federal, state and local requirements; attends pre-construction meetings to explain contract compliance requirements and penalties for non-compliance; reviews contractor's and sub-contractors employment and payroll records to ensure compliance with federal labor laws; prepares reports of site visits documenting observations, identifying non-compliance and recommending correct action for compliance violations; assist vendors with multiple compliance violations in becoming compliant; conducts follow-up and close out visits to ensure non-compliance issues were corrected or to assess monetary damages for continued violations; investigates misrepresentation and certification compliance complaints made against applicants and vendors and prepares related reports.

**RELATED DUTIES:** Conducts workshops and community outreach seminars to promote the City's DBE/MBE/WBE programs and to provide information on certification requirements and the application process.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree supplemented by three years of progressively responsible experience in vendor certification or contract compliance monitoring, or an equivalent combination of training and experience is required.

**CLASS TITLE: Contract Compliance Coordinator (Cont'd)**

Knowledge, Abilities and Skill. Considerable knowledge of the city's procurement and contracting policies and procedures. Considerable

knowledge of the city's certification requirements for DBE/MBE/WBE procurement programs. Considerable knowledge of the city's audit and documentation review procedures for DBE/MBE/WBE program and EEO compliance.

Ability to conduct complex contract monitoring and certification evaluations. Ability to conduct workshops and seminars on contract compliance and certification procedures. Ability to work with vendors in resolving contract compliance deficiencies. Ability to operate a personal computer.

Good skill in the interpretation of program requirements for DBE/MBE/WBE certification and contract compliance. Good skill in preparing compliance audit reports. Good analytical skills. Good oral and written communication skills.

Working Conditions. Inside: General office environment. Outside: unavoidable exposure to unfavorable atmospheric conditions or extreme temperatures.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

July, 2002  
City of Chicago  
Department of Personnel